



**Hampton City Schools Administrative Center**

ONE FRANKLIN STREET  
Hampton, Virginia 23669-3570

**Kellie Goral**  
*Executive Director of Public Relations and Marketing*

Via MuckRock.com Upload

February 18, 2020

Tom Nash  
1100 Carrolton St.  
Richmond, VA 23221

Dear Mr. Nash:

This office is in receipt of a request for records made in accordance with the Virginia Freedom of Information Act (Virginia Code Section 2.2-3700 et seq.). You requested the following: a copy of any data release consent forms parents or students are asked to sign, any current policy documents or guidelines governing student data usage, any amendments made to those forms from 2015-2019, and documents outlining any third-party programs or applications collecting student data.

Please see the attached documents in response to your request – (1) School Board Policy GBCB Confidential Information, (2) School Board Policy JO Student Records October 2019, (3) School Board Policy JO Student Records October 2018, (4) School Board Policy JO Student Records March 2017, (5) School Board Policy JO Student Records March 2014, (6) Student Information System Access Agreement, (7) Parental Permission to Release Records, (8) Authorization and Consent for Release or Exchange of Information, (9) Student Directory Information Parent/Guardian Permission Needed, (10) Request for School Records, and (11) HIPPA Privacy Authorization Form.

Per Virginia State Code 2.2-3704. Costs for Producing Requested Records, the School Division may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records. As this information was readily available and required a minimum of staff time to retrieve, there will be no charge for fulfilling your request.

Sincerely,

Kellie Goral  
FOIA Officer